



AGE WAIVERS AND EXCEPTION

FINDING ANSWERS

The goals we have for the GED® Testing Program are the same as the goals K-12 educators and administrators have--we want all students to have the opportunity to earn a traditional high school diploma. It is only when all options to earn that traditional high school diploma have been exhausted, that we want to offer the second chance to high school completion which is the GED® test.

Today we are going to talk about the youngest GED® test-takers who have dropped out of school or belong to a special population and go through the documentation -- we need to make sure they have exhausted their options for traditional high school diploma completion.

Policy Manual

- ❑ Official documentation of withdrawal
- ❑ Official statement student did not enroll
- ❑ If withdrawn to home school, official notification the student is no longer being home schooled.

Dropping out of school is not always straightforward. There are several avenues for leaving school.

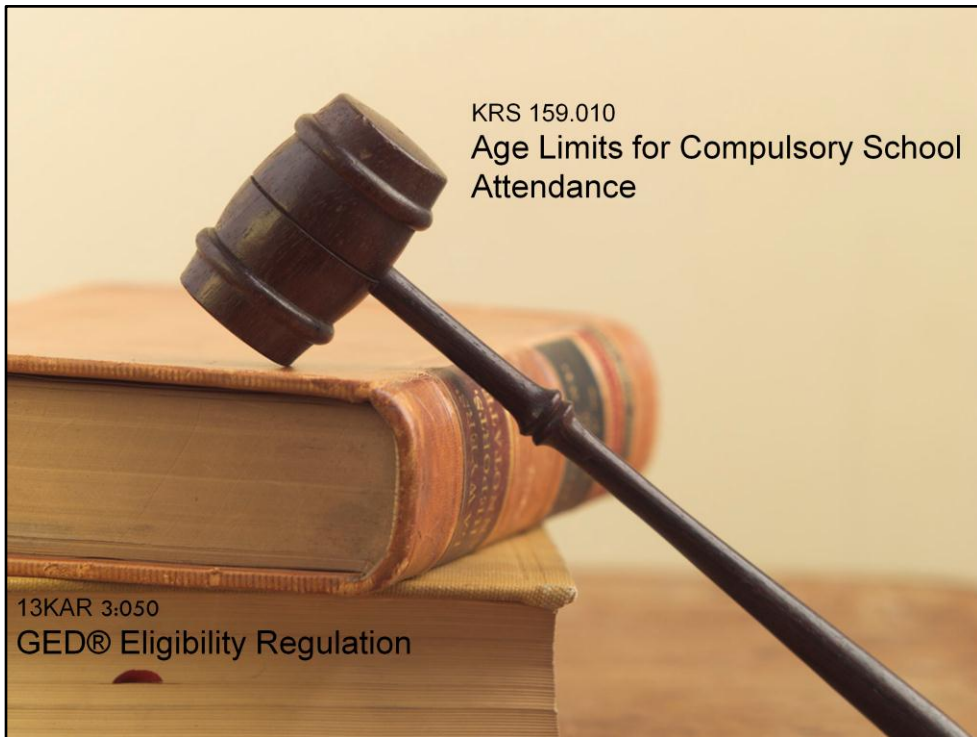
The real life situations that lead to someone leaving school are often complicated, and the lack of standardized withdrawal documents makes it even more difficult.

The rules in the KYAE policy manual (<http://kyae.ky.gov/policy/>) explain how to document school withdrawal for a number of circumstances. Familiarity with this will make it easier for you to help your students obtain the necessary documentation.

Individuals age 16-18 must provide official documentation of withdrawal from school as follows:

- If the student withdrew from school within the current semester and the student still resides in the school district:
 - Official documentation of withdrawal is needed from the local school district.
- If the student withdrew from school in or before the previous semester and student still resides within the school district:
 - Official documentation of withdrawal from the previous semester is needed from the local school district; or
 - An official statement that the student did not enroll in the semester following withdrawal is needed from the local school district.

- If the student is no longer a resident within the school district he/she withdrew from:
 - Official documentation of withdrawal is needed from the school district in which the student withdrew; or
 - An official statement confirming that the student did not enroll in school is needed from the local school district in which the student currently resides.
- If the student was withdrawn to be home schooled and is no longer being home schooled:
 - The home school must provide written notification to the school district in which the student currently resides that the student is no longer being home schooled. The date of the notification constitutes official withdrawal.



There are also laws involved.


As you may know, last year a new law was passed to raise the drop out age to 18. The GED® eligibility regulation was also updated to reflect this change in the age for compulsory school attendance.

The GED® eligibility regulation now says that a student must reach the legal age of withdrawal for the school district where he or she resides, and have been withdrawn for 90 days as certified by the local school district.

The superintendent in the district where the applicant resides may still waive the 90-day school withdrawal provision.

All Kentucky test-takers must pass the practice test and have a Kentucky address.

But there is still a while before that minimum age moves from the current 16 to the new 18.



2015 - 2016

The change to 18 for the legal drop out age will begin to be effective in the 2015 –16 school year. That will be for the first group of schools that approved the change. The change will continue to be phased-in with statewide adoption during the 2017-2018 school year.

That means there will be a two-year period where different schools have different rules for the age at which a student can drop out.

We know this means you will have to be diligent about getting withdrawal documentation for your students before you begin serving them.

It also means we have another year before it takes effect.



Today, we are going to talk about the current rules. Currently, you can still drop out at 16. Next, year we can talk about what is coming in 2015-16.



Sebastian




- ❑ Turned 16 in July
- ❑ Dropped out in September

Here is Sebastian. He turned 16 in July and in September he dropped out of school.




Sebastian has gone to GED.com and set up an account.

He received some alerts at GED.com that told him he would have to take the practice test and he even took and passed a couple of the GED Ready™ practice tests. But he can't schedule the GED® test. He gets a notice that he has an age alert.



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MyGED™ Dashboard

Study

Want to see what the GED® test is like?



Take GED Ready™:
 The Official Practice
 Test

Schedule

FEBRUARY

20th

You need to take
 action before you can
 take the GED® test.
[View My Schedule](#)

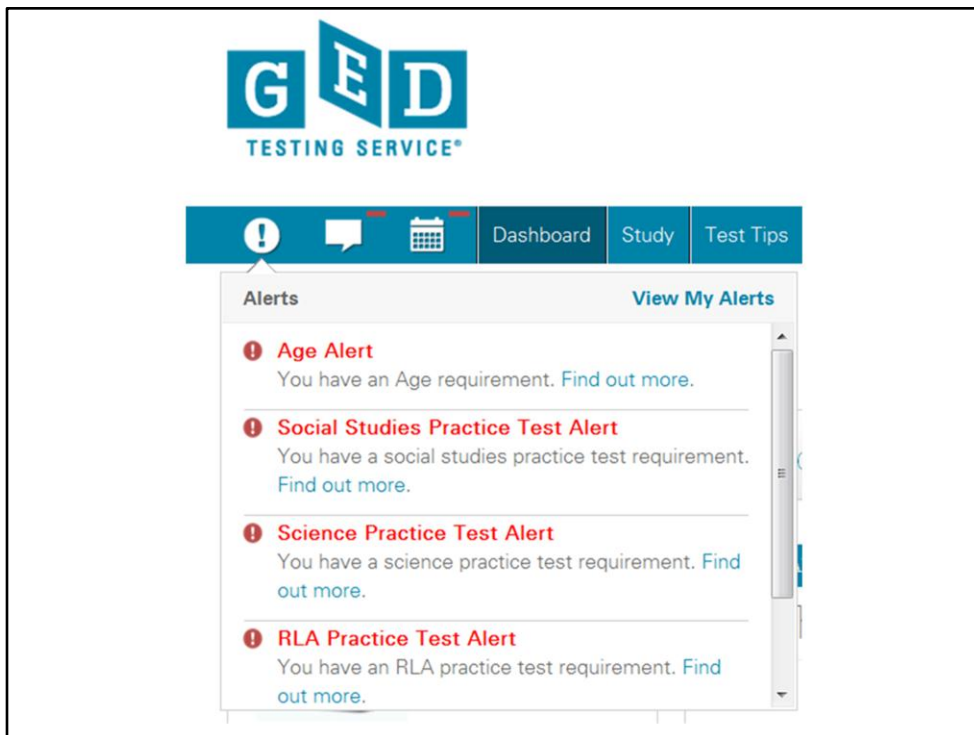
Scores

Below Passing: 100 - 149

GED® Passing Score: 150 - 169

GED® Honors Score: 170 - 200

Here is his dashboard at GED.com. If you look at the exclamation point, that is where he will view the alerts.



If he selects the alerts icon, he sees that he has to pass the practice test and it also tells him he has an age requirement.

My Alerts

Back to Dashboard

Review your alerts to learn if you need to obtain approval to take a test, if your state policies require certain items for test day, and more.

Date: 02/21/2014 · Age Alert

Open ▼

In Kentucky, the minimum age required to take the GED® test is 19 years old.
 The Kentucky GED® testing program requires all those under the age of 19 to be officially withdrawn from public or private school for 90 day, as certified by the local school district, or meet other requirements in order to be eligible to schedule your test.

Students must complete the [application form](#) and the [documentation of withdrawal form](#) to test.

Submit your forms through any of the methods below:

1. Email a scanned copy to ged@ky.gov
2. Mail to: Kentucky GED Testing/1024 Capital Center Drive, Suite 250/Frankfort, KY 40601
3. Fax to 502-696-5863

In Kentucky, you can be 16, 17, 18, or 19 and take the GED® test if you meet the following exception(s).
 An applicant at least sixteen years of age with a Kentucky address is eligible to take the GED® test if the applicant is:


- Committed or placed in a state correctional facility
- Enrolled in a Job Corps program of instruction
- Considered a state agency child
- Enrolled in a KDE approved GED® Secondary Program and approved for the GED® test by the superintendent
- Detained in a juvenile detention or juvenile holding facility and:
 - Is at least one year behind academically
 - Has a minimum stay in detention of thirty days
 - Is approved for the GED® test by the local school superintendent

If he selects “find out more,” he gets a page that tells him the documents that must be submitted and how to submit them.

There are links on this page to the KYAE-6 application form and the Documentation of Withdrawal form.

At the end of this presentation, I have provided you with a handout with this same information. It is meant to be a virtual handout and has links to the forms.

Our eligibility regulation has recently been changed and we can now make changes to these forms. **So, please check at the links for the latest forms, don’t save the old forms for later use.**

		KENTUCKY ADULT EDUCATION <small>1024 Capital Center, Suite 200 Franklin, KY 40501 502/573-5114 Website: http://adulted.state.ky.us/GED.htm</small>	
GED TESTING APPLICATION (PLEASE TYPE OR PRINT)			
Note: Applicants with a documented disability may qualify for special testing accommodations. Please contact your local testing center or the adult education provider for information.			
Name (Last, First, Middle Initial or Maiden Name) _____			
Date of Birth (Month/Day/Year) <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>		Age at application _____	
Address (Street/Number/Apartment) _____		Social Security Number <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	
City _____		State ² _____ Zip Code _____	
Home Phone <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Work Phone <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
*Only examinees with a Kentucky address will be issued a Kentucky diploma.			
Name of last school attended _____		NCES Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Address of last school attended _____			
City _____		State _____ Zip Code _____	
HIGH SCHOOL WITHDRAWAL			
If applicant is less than 19 years of age, documented proof of withdrawal from public or private school must be attached to this application.			
Date of withdrawal from school: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>			
Certify the following by initialing beside each statement:			
<input type="checkbox"/> I certify I have not received a high school credential from any jurisdiction.			
<input type="checkbox"/> I certify I have not previously earned GED scores sufficient to qualify for a high school credential in any jurisdiction.			
<input type="checkbox"/> I certify I have read and understand the testing misconduct policy.			
<input type="checkbox"/> I certify I have not already taken the GED tests more than twice during this calendar year.			
<input type="checkbox"/> I authorize release of my test results to the certifying providers.			
<input type="checkbox"/> I certify all information on this application is accurate.			
Signature of Applicant X _____		Date <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	
This signed application must be taken to the test center for admission to testing and is good for 6 months from this date. Government issued photo identification with name, date of birth, address and signature must be taken to the test center for admission to testing.			
You may need additional signatures on the back of this application to meet eligibility requirements as outlined in 785 KAR 1:130 and described on the next page of this application.			
KYAE-6 Form (rev. 6/05)			

Here are the current forms. This is the blank KYAE-6 form page one. This page is completed by the student.

COMPLETE ONLY IF YOU MEET ONE OF THESE CONDITIONS		
You will need an additional signature if you meet one of the following conditions outlined in 785 KAR 1:130:		
<input type="checkbox"/>	1. If you are in a juvenile detention center or juvenile holding center, you must have the signature of the local school superintendent.	
<input type="checkbox"/>	2. If you are a state agency child, you must have the signature of the child program administrator.	
<input type="checkbox"/>	3. If you are in the Secondary GED Program, you must have the signature of the local school superintendent.	
<input type="checkbox"/>	4. If you have requested and been granted a waiver of the 90-day school withdrawal provision for one of the reasons below, you must have the superintendent (or designee) signature.	
The superintendent (or designee) granting a waiver of the 90-day withdrawal provision (block 4), please check one of the following:		
<input type="checkbox"/> Employment Condition <input type="checkbox"/> Postsecondary Enrollment <input type="checkbox"/> Medical Reason <input type="checkbox"/> Family Circumstance <input type="checkbox"/> Other		
Name of Local School District or State Agency	City	County
Print Name	Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	Phone Number <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Authorized Signature		
X		

This is page 2 of the form and it is the area that is used to waive the 90-day waiting period.

This page does not have to be completed unless Sebastian has been withdrawn for less than 90 days and is asking the superintendent to waive the wait period. Since he withdrew in September 2013, he has already passed the wait period and does not need to have this page completed.

There is a test-readiness certification at the bottom of that page, but it is not longer needed and can be left blank.

DOCUMENTATION OF WITHDRAWAL FROM SCHOOL		
GED® Testing Kentucky Adult Education		
<p>The Kentucky GED® eligibility regulation (785 KAR 1:130) requires all test-takers 16, 17, and 18 years old to be withdrawn from public or private school for ninety days as certified by the local school district or meet other requirements.</p>		
<p>Section 1: Applicant</p>		
<p>Name (Last, First, Middle Initial or Maiden Name)</p>		
<p>Date of Birth (Month/Day/Year)</p>	<p>Age at application</p>	<p>Social Security Number</p>
<p>□□/□□/□□□□</p>	<p>□□</p>	<p>□□□-□□-□□□□</p>
<p>If you withdrew from school, please have the school district complete section 2.</p>		
<p>If you were homeschooled, please have your homeschool parent and the local school district complete section 3.</p>		
<p>Do not complete this form if you are in the GED® Option Program (Secondary GED® Program); or are a state agency child; or in a program under the Department for Juvenile Justice. Please have the local school superintendent or other authorized agent complete the exemptions section at the top of page 2 of the GED® application form.</p>		
<p>Section 2: Certification of Withdrawal from Public or Private School by the Local School District</p>		
<p>School Name: _____</p>		
<p>The official school withdrawal date for the applicant listed above is:</p>		<p>Month/Day/Year) □□/□□/□□□□</p>
<p>OR</p>		
<p>The applicant named above currently resides in this school district and has not been enrolled this semester. The current semester began:</p>		<p>Month/Day/Year) □□/□□/□□□□</p>
<p>I certify that the information on this application has been verified and is correct.</p>		<p>Month/Day/Year) □□/□□/□□□□</p>
<p>Signature of Director of Pupil Personnel _____</p>		
<p>Section 3: Homeschool Applicants</p>		
<p>In accordance with Kentucky GED® testing policy, I am informing the school district where I reside that I am no longer homeschooling my child (the applicant named above). The date of this notification establishes the official withdrawal date or completion of homeschool.</p>		
<p>Signature of Home School Parent: _____</p>		<p>Date of Notification Month/Day/Year) □□/□□/□□□□</p>
<p>Signature of Director of Pupil Personnel: _____</p>		

Sebastian does, however, still have to submit official documentation of withdrawal from school.

All test-takers 16, 17 and 18 years old must submit documentation of withdrawal from school unless they are part of a special population.

When we moved to computer testing in 2012, Pearson required us to develop a standardized form. We are still perfecting the form, but it covers most usual circumstances for leaving school—standard withdrawal, failure to enroll and home school.

This form requires the signature of the Director of Pupil Personnel.



Dear Sebastian,

Your Age requirement has been approved. If you have no other alerts, you may now schedule your GED® test.

Please log in to your MyGED™ dashboard at GED.com to schedule or to view your other alerts.

Sincerely,

MyGED™ Team

GED.com

This email was system generated and replies to this address are not monitored.

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Once the completed documentation is submitted to our office,


- By e-mail (recommend that only last 4 of SSN be used if e-mailed),
- FAX (secure line), or
- Mail

it typically takes one day for a response.


Once approved, if he has passed the practice test, Sebastian receives an automatic e-mail from GED Testing Service® telling him he can now schedule his GED® test.

If we receive a cover sheet with the name of the adult educator and contact information, we also try to inform the adult educator by e-mail.

For Sebastian, this has been a fairly straight forward process. He just has to fill out an application form, go back to his school to get the DPP to sign and put in his withdrawal date on the Documentation of Withdrawal form.



- ❑ Turned 18 in February
- ❑ Dropped out in March



Alex


Let's look at Alex. Alex turned 18 in February and dropped out in March.

Even though she is 18, Alex still has to submit proof of withdrawal from school and wait the 90 days or have the superintendent waive the 90-day wait period.


We have given the superintendent guidance about some of the reasons a waiver of the 90-day wait period can be granted: postsecondary enrollment, medical reasons, employment, family circumstances and other. Whether to waive the 90-day wait period is really at the discretion of the school superintendent.

After 90 days, which is the time period during which the school is to counsel with Alex and try to get her to re-enroll, she can take the GED® test without any additional permission from the superintendent. If she waits 90-days, Alex, like Sebastian, will only need page 1 of the KYAE-6 form and the documentation of withdrawal form.

If Alex wants to take the GED® test before the end of the 90-day wait period, she will have to have the superintendent sign the waiver on page 2 of the KYAE-6 form and submit that with page 1 and the Documentation of Withdrawal form.



Austin



- ❑ 18
- ❑ Finished Grade 12
- ❑ Did not graduate

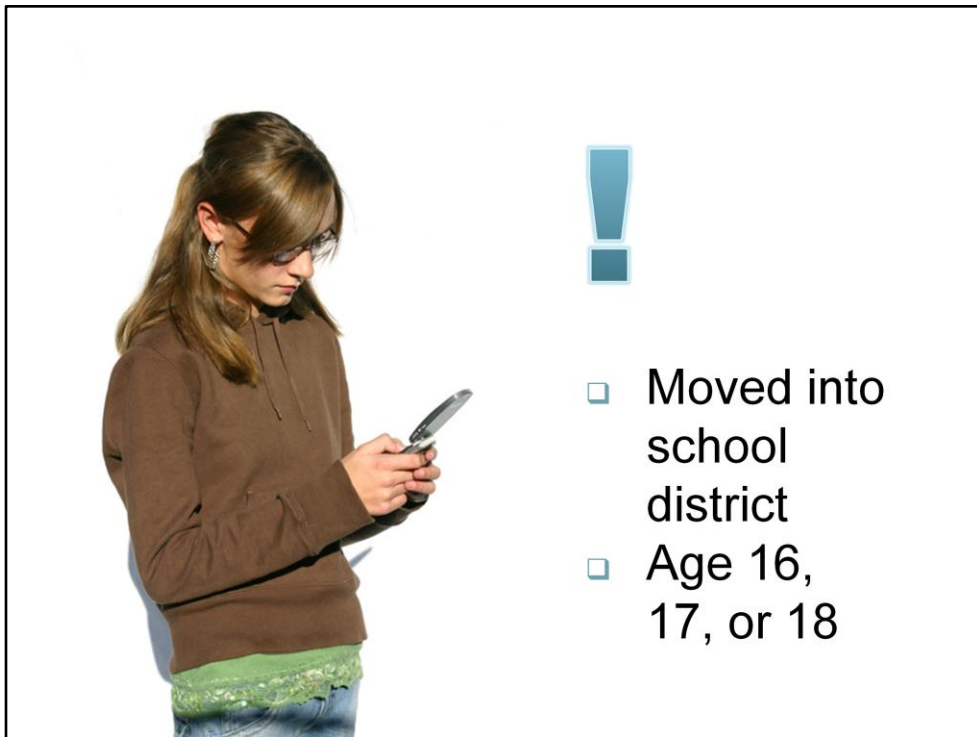
Here is Austin. Each year, there are students like Austin who complete 12th grade and then find out they are a few credits short, or something happens at the end of the school year that prevents them from graduating.

Austin should check out his options and see if he could return to school, or enroll in a credit recovery program to complete his credits.

If he decides to go the GED® route, he will need documentation from the school that he is no longer enrolled -- either withdrawal or the statement that he has not been enrolled this semester.

The beginning of the semester would be his withdrawal date. He also would have to wait 90 days or get the superintendent's approval to waive the 90-day wait period.

Most students in this circumstance are able to get approval if the GED® option is the best one for the student.



Here is another common circumstance. This is Shelby.

Shelby moved. It doesn't matter if she moved from another state or just to a new school district. It doesn't matter if Shelby is 16, 17 or 18, the rules are the same for all those ages.

When Shelby got to her new home, she failed to enroll in school.

If she moved from another state, she may have discovered her credits didn't transfer and she would have to do an additional year of school in Kentucky, or maybe she just didn't like school and took this as an opportunity to drop out. Whatever her reasons, Shelby's last school is probably not going to provide you with documentation of withdrawal. That school will just document that Shelby withdrew to move to a new school district.

This is a case where the Documentation of Withdrawal form will be a help. The local school district where she currently resides can certify that she has not been enrolled this semester and indicate the date of the start of the semester. This date will act as her withdrawal date.

This will also give Shelby the opportunity to make contact with the local school district. She may discover they have a credit recovery program or a virtual high school that will

help her graduate on time... with a traditional high school diploma.



Here is Brittany. Brittany withdrew to home school and now she would like to take the GED® test.

If you go back to the KYAE policy handbook (<http://kyae.ky.gov/policy/>), it gives you guidance about this. The home school must provide written notification to the school district in which the student currently resides that the student is no longer being home schooled. The date of the notification constitutes official withdrawal.

The documentation of withdrawal form provides an area for the home school to make this notification. The student still has to wait 90 days or have the superintendent sign to waive the 90-day wait period.

Brittany will need the Documentation of Withdrawal form and the KYAE-6 form. If she does not want to wait the 90 days before she tests, she will have to request the superintendent's signature on page 2 of the KYAE-6 form.

Since this is an avenue we see more and more students take, we are currently working with the Department of Education to evaluate our home school policies. We will update you if any clarification or updates are made to our policy.

Special Populations

- State Agency Children
 - ▣ DJJ
 - ▣ CBDS
- Job Corps
- ChalleNGe Academy
- Options Program
(GED® Secondary)

Finally, there are some special populations that require some different documentation. I will go over these briefly, but the best option is if you have a student in one of these categories, have the school or agency contact me directly.

The GED® Options program, sometimes known as the GED® Secondary program, is a program of the Kentucky Department of Education. KDE has told us they plan to end participation in this program and repeal the regulation that allows it. Our agency did not object to the repeal.

Each of the programs on this slide requires particular signatures and documentation. I think it is best just to know where to obtain the information when it is needed.

If you look at your handout, I suggest that I be e-mailed so I can send the correct documents. The most difficult part is usually determining if the student is a part of a special group.

State Agency Child

- ❑ In a school under the direction of DCBS or DJJ

<http://www.kecsac.eku.edu/>

- ❑ In a Juvenile Detention facility
- ❑ Foster child



State agency children fall into two categories—those in programs with the Department for Juvenile Justice and those in programs under the Cabinet for Families and Children.

To find out which set of rules to follow, we look up the school under the KECSAC directory. I have included the link above. Look to see if the facility, alternative school or program is DCBS or DJJ. Both require page 1 of the KYAE-6 form and the superintendent of the local school district has to sign page 2 of the KYAE-6 form to give permission for the student to test.

However, there is an identification document that needs to be completed and it is different for DJJ and DCBS. Once I am contacted about a state agency children, I will provide the appropriate template.

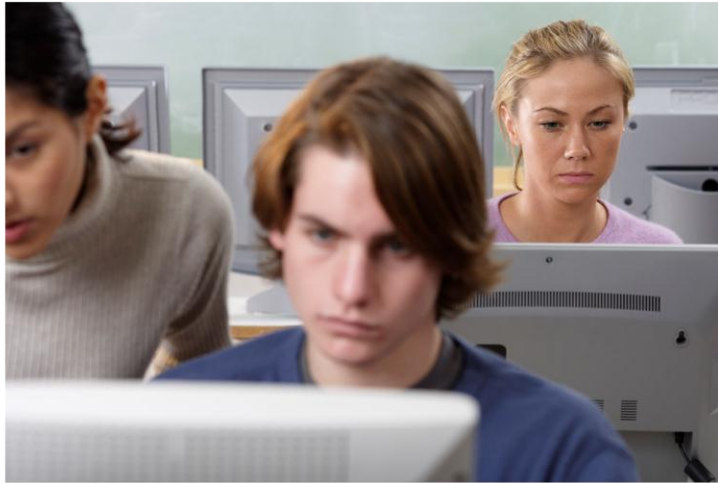
Those in DJJ can actually use the ID document as government-issued photo ID for the purpose of taking the GED® Test.

For those in DCBS, the ID document serves as notification to the service region administrator and social workers that this student is taking the GED® test. Those in DCBS typically have a driver's license or state ID to use for entry to the test.



Proof of Enrollment in Program

For those in Job Corps and Challenge Academies, we need page 1 of the KYAE-6 form and documentation that the person is enrolled in the program.




Additional ID Requirements

The ID documents issued by Job Corps programs are not sufficient for entry to the GED® test. We have a template for a supplemental document that can be used in combination with the Job Corps ID for entry to the GED® test.

We take care of this during the age alert phase so there is no problem with admittance at the testing center.

Thank you



Handout at
<http://kya.ky.gov/educators/GEDhottopics.htm>
Ask questions at GED@KY.gov

Find your handout at <http://kya.ky.gov/educators/GEDhottopics.htm>.

Questions received during the live presentations have been posted with the answers at the same location.

If you have questions, please e-mail them to GED@KY.gov

Thank you for participating.